

## **APPLICATION CHECK LIST FOR SITE PLAN APPROVAL**

- 1) Sixteen (16) copies of completed Site Plan Approval Application.
- 2) Sixteen (16) copies of Site Plan at a scale of 1" = 40' and prepared by a Registered Professional Engineer certified in the Commonwealth of Massachusetts.
- 3) Two (2) copies of drainage calculations.
- 4) Abutters list certified by the Assessor's Office.
- 5) One (1) copy of all applicable permits prior to the issuance of a building permit (i.e. variance).
- 6) Written permission from the owner of the property to apply for Site Plan Approval if petitioner is not the owner.
- 7) Filing Fee .
- 8) The following information must be shown on the plan or described as part of the written documentation:
  - a) Locus Map
  - b) Date
  - c) North Arrow
  - d) Name, Address, phone number of owner, and or design engineer
  - e) Location of all wetlands and buffer zones and of flood plain
  - f) Easements
  - g) Coverage Percentages of building and impervious area
  - h) Location and name of all streets and indicate whether the street is public or private way.
  - i) On-site and abutting lot lines
  - j) Zoning lines
  - k) Existing and proposed topography contour lines at one (1) or two (2) foot intervals
  - l) Information on the location, size and type and number of existing and proposed landscape features. A proposed plant list containing species/common names and size/caliper shall be included as well.
  - m) Information on the location, size, and capacity of existing and proposed on-site and abutting utilities (water, sewer, drainage, electrical, cable, etc.)
  - n) The location and dimensions of all existing and proposed buildings and uses on site, including sheds, dumpsters etc.,
  - o) Elevation and facade treatment plans of all proposed buildings. Color renderings are encouraged and may be required.
  - p) Information of the location, size, and type of parking, loading storage and service areas.

- q) Zoning and other applicable setback distances
- r) Zoning parking calculations
- s) Fire Lane
- t) Details and specifications (if applicable) for proposed site amenities, including but not limited to fences, walls, other barrier materials and special paving materials.
- u) Limit of work delineation
- v) Maximum number of employees
- w) Signature box for Planning Board's approval with five (5) lines.
- x) Sight Distance, measured as and in compliance with Chapter 365, Subdivision Regulations of the Town of Georgetown Section 37.H.1, Clear Sight Distance.
- y) If any waivers are sought from the Planning Board from this Section, they shall be clearly listed with their description on the drawing.

Additional information is required regarding traffic, community impact assessment, town character, parking, landscaping. See Section 165-83 Site Plan Approval

9. The Planning Office will send the legal notice to the newspaper and will forward the bill to the petitioner. The Planning Office will also notify the abutters and will bill the applicant for the cost.